

TV Application Summer 2016

Teen Volunteers @ Smith Public Library

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All applications must be turned in to the Teen Room by **Saturday May 7 @ 5:00pm**. All chosen applicants will be notified via e-mail by Saturday May 14th.

Name: _____

Email: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Date of Birth: _____ School: _____ Grade (Fall 2016): _____

Emergency Contact Name _____ Phone: _____

1. Please list any past volunteer experience:
2. Please list any skills that may be utilized in your volunteer service with the library.
3. Why do you want to volunteer for us?
4. Why do you think the library is important to the community?
5. Are you required to fulfill a specific number of volunteer hours? YES NO
If yes, how many? _____
6. Do you have a current Smith Public Library card? YES NO
7. How did you hear about volunteering at the library?

Teen Volunteer Agreement:

I give my permission for the City of Wylie to conduct a background check to determine my suitability in working with the public. I understand that this permission is a part of my application for a volunteer position with the Rita and Truett Smith Public Library.

THE SMITH PUBLIC LIBRARY AGREES TO:

- To provide our volunteers with a safe working environment.
- To provide guidance and training of library oriented tasks. We will answer any questions and provide helpful feedback.
- To recognize your value as a volunteer to the success of the library.

AS A TEEN VOLUNTEER, I AGREE:

- To follow all of Smith Public Library's policies and procedures.
- **To call the library as soon as possible if I am unable to report for my shift.**
- To arrive on time.
- Provide the Library with an accurate record of my hours worked by signing in and out on my volunteer time sheet.
- **To dress appropriately.** Casual clothes like shorts are fine, but nothing with holes or anything that is too revealing.
- To leave headphones off and keep phone calls and texts to a minimum.
- To respect the Library's patrons by being friendly and to guiding them to a staff member when necessary.
- To accept the Library's right to dismiss me for poor attendance.
- To carry out my given tasks while maintaining a professional attitude.
- To seek assistance if I have a question or have completed my task.
- To leave younger siblings at home and not invite friends to hang out with me during my shift.

AS A PARENT, I AGREE:

- To encourage my teenager to strive for good work habits and attendance.
- To be responsible for all transportation and to ensure that my teenager arrives on time.
- To put emphasis on the importance of my teenager's volunteer responsibility.

I attest that all information provided is accurate and true to the best of my knowledge.

Teen Signature: _____ Date: _____

Parent Signature: _____ Date: _____

4/16/2016

